Jefferson County Health and Human Services
Communicable Disease Outbreak Flow Sheet
(7-10-02 DRAFT until Bioterrorism Plan is complete)

This flow sheet provides details for Annex A of the Jefferson County Counter-terrorism and Public Health Emergency Response Plan. This sheet is to be used at the "Activate Public Health Incident Team" phase. This sheet is also for use in non-terrorism outbreaks that may not reach the Emergency Management Plan activation level.

1. Health Officer meets with Community Health Director, Environmental Health Director, Communicable Disease Program Manager, Environmental Health Specialist for Food Program, and/or other key persons.

2. Health Officer activates JCHHS Health Incident Command Post

3. Initial investigation plan developed. ***The following activity options may happen simultaneously***.

   - Notify Washington State Department of Health: 24 hour # - 206-361-2914.

   - Designate internal Public Information Officer (PIO) if not yet using Emergency Management PIO. This would usually be the Health Officer.

   - Outbreak Investigation initiated, request additional staff if needed.

   - If incident of suspected bioterrorism origin – contact:
     County: Jefferson Co. Emergency Management – 385-3831 (office hours, option 7; after hours, option 1)
     Jefferson County Sheriff – 385-3831
     Port Townsend: Port Townsend Police – 385-2322
     Confirm that FBI notified by above agencies.

   - Fax alert to Primary Care Providers and First Responders

   - Notify neighboring counties.

   - Activate Emergency Management Plan – contact Jefferson Co. Emergency Management – 385-3831 (office hours, option 7; after hours, option 1).

   - Develop Public Communication Plan, coordinate with EM if activated.
     - Talking points – what we know at this time, what we are doing.
     - Community disease prevention information
     - Disease specific fact sheets:
       - www.cdc.gov/health/diseases.htm
       - www.doh.wa.gov/A-Z.htm
       - www.metrokc.gov/health/prevcont

     - Post information on Jefferson Co. web site
     - Distribute information through community agencies (see following list).
   - Implement cost tracking system – staff track time with Bars code 392